



PRISON INDUSTRY AUTHORITY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

OPEN EXAMINATION

For

PRISON INDUSTRIES SUPERINTENDENT II (METAL PRODUCTS)

THIS EXAMINATION IS BEING CONDUCTED UNDER A DEMONSTRATION PROJECT TO ESTABLISH AN ALTERNATIVE EXAMINATION AND SELECTION PROCESS FOR FILLING SPECIFIED POSITIONS. IN ADDITION TO CANDIDATES COMPETING ON AN OPEN BASIS, INTERESTED INCUMBENTS AT THE PRISON INDUSTRIES SUPERINTENDENT II (METAL PRODUCTS) LEVEL AND THOSE ELIGIBLE FOR LATERAL TRANSFERS WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY.

DIVISION: OPERATIONS DIVISION

LOCATION: AVENAL STATE PRISON

POSITION TITLE: PRISON INDUSTRIES SUPERINTENDENT II
(METAL PRODUCTS)

SALARY RANGE: \$4573- \$5511

FINAL FILING DATE: MARCH 21, 2007

DUTIES/RESPONSIBILITIES

Under the general direction of the Prison Industries Administrator, this position is responsible for planning, organizing, and supervising the overall operation of a general fabrication enterprise within a correctional institution.

MAJOR DUTIES OF THE POSITION INCLUDE

Oversees all phases of the general fabrication enterprise, which manufactures various metal products, including steel office furniture for the government agency market; plans and schedules labor, materials, and equipment; lead responsibility for quality control, process control, inventory control, methods analysis, cost control, material research, procurement, and the general fabrication safety program; maintains order and supervises the conduct of inmates; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects and searches inmates and premises for contraband, such as weapons or illegal drugs; analyzes situations accurately and takes effective/necessary action; ensures compliance of tool control and computer security procedures; and oversees and promotes the Inmate Employability Program in general fabrication.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications by the final filing date in order to participate in this examination.

Either I

One year of experience in the California state service performing the duties of a Prison Industries Superintendent I (Metal Products), in a metal products enterprise or trade.

Or II

Two years of experience in the California state service performing the duties of an Industrial Supervisor, Prison Industries (Metal Fabrication), in the metal fabrication enterprise or trade.

Or III

Four years of production experience in a metal products enterprise or trade, at least two years of which shall have been in a supervising capacity.

KNOWLEDGE AND ABILITIES

Knowledge of (with particular reference to metal products): (1) Methods, materials, machinery, processes, tools, and equipment used in industrial operations; (2) production scheduling and control; (3) quality standards and control; (4) safety practices and orders; (5) materials handling techniques; (6) principles of personnel management, supervision, budget preparation, and cost control; (7) the Department's equal employment objectives; (8) a manager's/supervisor's responsibility for promoting equal opportunity in hiring, employee development and promotion, and maintaining a work environment that is free of discrimination and harassment.

Ability to (with particular reference to metal products): (1) Set up, repair, maintain, adjust, and operate required equipment; (2) make labor and material estimates; (3) instruct and supervise staff, inmates, or residents in production techniques and safety practices; (4) maintain firm, impartial, and consistent discipline; (5) understand rules, regulations, laws, and procedures; (6) analyze situations accurately and take effective action; (7) keep records and prepare reports; (8) communicate effectively at a level required for successful job performance; (9) effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

ADDITIONAL DESIRABLE QUALIFICATIONS

Experience in setting up and operating power shears, punch presses, press brakes, tube-bending, MIG and TIG welding processes, grinding and polishing, metal finishing systems, and tool and die fabrication; rating as Sheet Metal Journeyman; blueprint reading and shop math.

EXAMINATION INFORMATION

This examination will consist of a screening of the applications and interview. The minimum qualifications listed on this bulletin may be used to screen applicants. Therefore, it is important that each applicant provides specific information on how his/her experience, knowledge, and abilities are applicable to the minimum qualifications. The interview will include a number of predetermined questions related to the knowledge and abilities listed on the bulletin. Interviews may not be conducted if the hiring manager finds them unnecessary to make a selection.

All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.

ELIGIBLE LIST INFORMATION

An eligible list will not be established as a result of this examination. This examination is only for the specific position identified within this bulletin. Applications received will not be maintained for future positions.

FILING INSTRUCTIONS

Standard State applications (Form 678) must be filed by mail or in person to the address listed below. On your application, please indicate the **exam title** and **location** of the position you are interested in.

Submit applications to:

**PRISON INDUSTRY AUTHORITY
AVENAL STATE PRISON
ATTN: MIKE MAYES
1 KINGS WAY
P. O. Box 8
AVENAL, CA 93204**

All applications must be received or postmarked by the ***Final Filing Date***. Applications postmarked after the final filing date will not be accepted for any reason.

Questions regarding this examination process should be directed to: Judy Troja or Sophia Lomax, Examination Services Unit, at (916) 358-2696.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:
FROM TDD PHONES: 1-800-735-2929, FROM VOICE PHONES: 1-800-735-2922